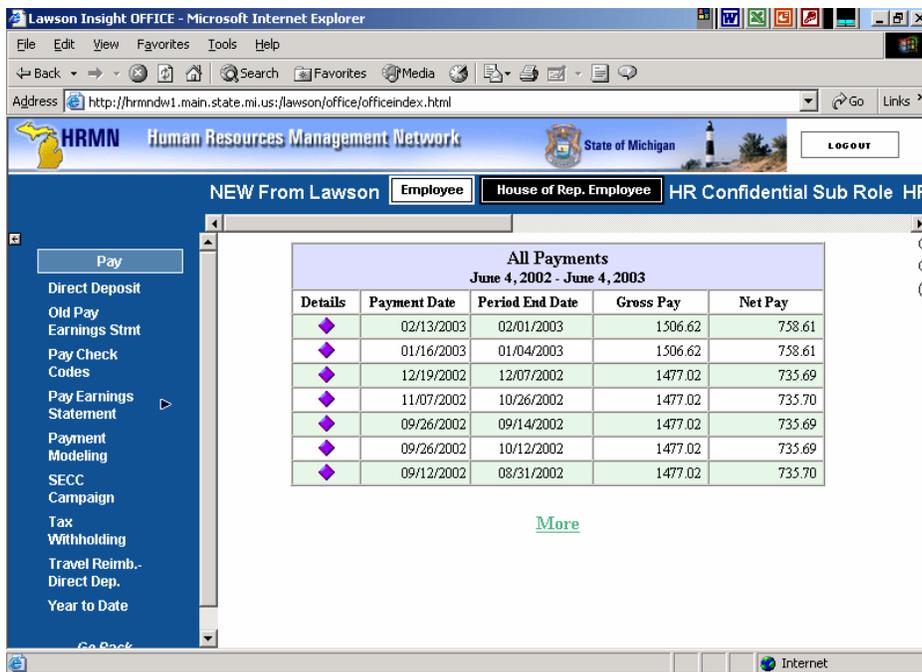


## Managing Your Electronic Pay Earnings Statements Job Aid

In your Self Service account, you have electronic access to all of your pay earnings statements, as far back as October 2000. These can be accessed at any time from anywhere Internet access is available. Simple instructions on managing your pay earnings statements are provided in this job aid.

### Viewing Pay Earnings Statements Electronically

1. Go to [www.michigan.gov/selfserv](http://www.michigan.gov/selfserv) and log into your Self Service account.
2. From the main menu, click Employee, then click Pay, and then click Pay Earnings Statements. Your screen should look similar to the one shown below, with 12 months of statements available to view. (Go to Year-to-Date from the left menu bar for statements more than a year old.)



3. To open a pay earnings statement, click the purple diamond to the left of the statement you wish to view. Your most recent statement is at the top of the list.

All Payments June 4, 2002 - June 4, 2003				
Details	Payment Date	Period End Date	Gross Pay	Net Pay
◆	02/13/2003	02/01/2003	1506.62	758.61
◆	01/16/2003	01/04/2003	1506.62	758.61
◆	12/19/2002	12/07/2002	1477.02	735.69
◆	11/07/2002	10/26/2002	1477.02	735.70
◆	09/26/2002	09/14/2002	1477.02	735.69
◆	09/26/2002	10/12/2002	1477.02	735.69
◆	09/12/2002	08/31/2002	1477.02	735.70

- Your pay earnings statement will appear in a new pop-up screen similar to the one shown below.

State of Michigan  
Statement of Earnings & Deductions

EMPLOYEE NAME	EMP #	PROC LVL	PERIOD END	PAYMENT DATE
ALBERS, KENA A.	134706	1901	02/01/2003	02/13/2003

Earnings			
DESCRIPTION	HOURS	CURRENT	YEAR TO DATE
BASE PAY RATE ***		18.73	
GROUP TERM LIFE		8.22	16.44
1ST SHIFT STRAIGHT TIME	80.00	1498.40	2996.80
<b>Total Gross</b>			
	80.00	1506.62	3013.24
<b>Total Deductions</b>			
		748.01	1496.02
<b>Total Net</b>			
		758.61	1517.22

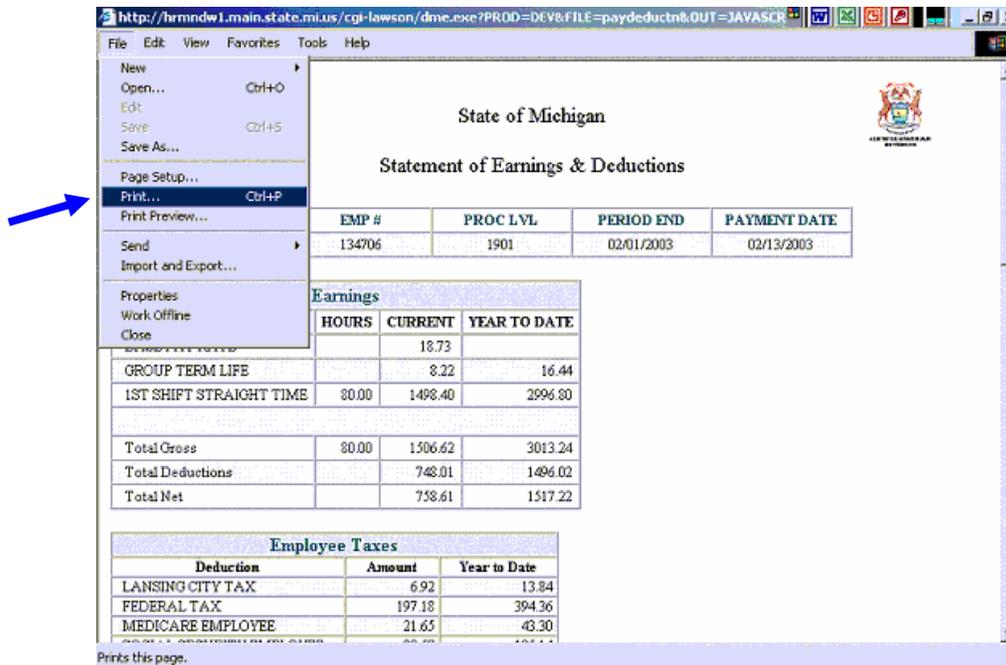
  

Employee Taxes		
Deduction	Amount	Year to Date
LANSING CITY TAX	6.92	13.84
FEDERAL TAX	197.18	394.36
MEDICARE EMPLOYEE	21.65	43.30

**NOTE:** When you are done viewing your information, make sure to log out of your account completely and close ALL browser windows.

Printing Pay Earnings Statements from Self Service

- To print your pay earnings statement, click File then Print from the drop-down menu. Or right-click on the pay earnings statement and select Print from the menu that appears.



2. The Print pop-up screen appears. Select your printer and click Print.

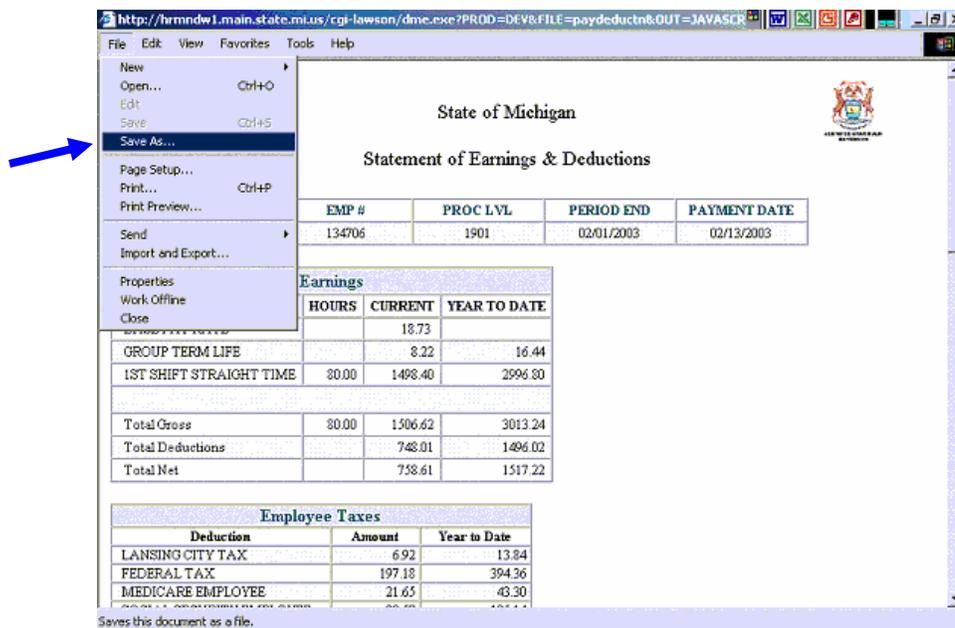


**Note:** The size of font on your printed statement is controlled by the font or text setting for your browser. To see and or change the font setting, from the grey toolbar of your pay earnings statement, click View then select Text Size from the drop-down menu.

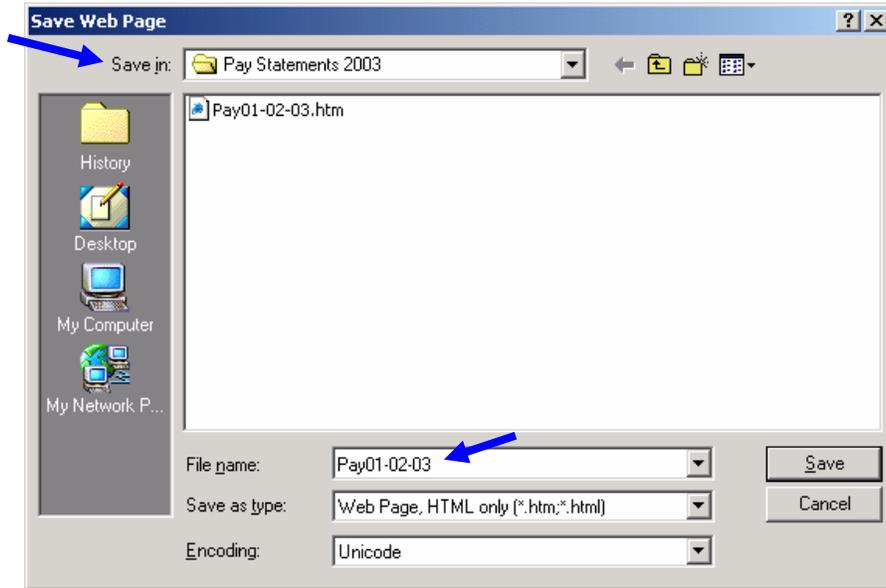
### Saving Pay Earnings Statements Electronically

If you wish to keep an electronic copy of your pay earnings statement on a diskette or on your personal computer, follow the directions below.

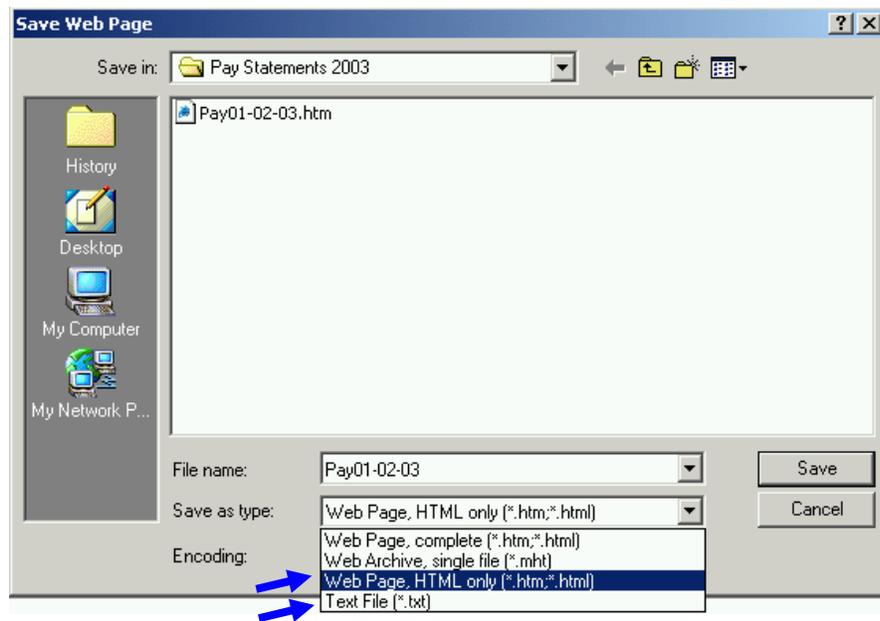
1. To save your pay earnings statement electronically, click File, then select Save As... from the drop down menu.



2. The Save Web Page pop-up screen will appear. Click the drop down menu next to Save in and choose the location where you would like to save your pay earnings statement, on your personal computer or floppy disk. Then give it a file name.



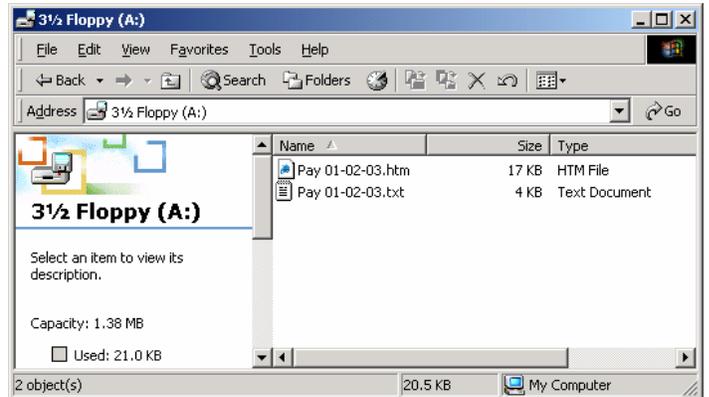
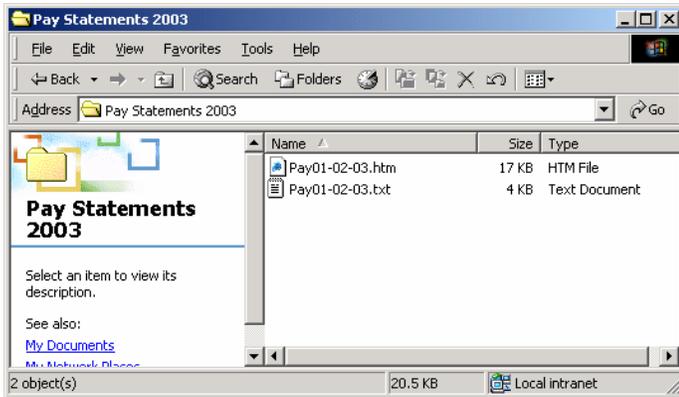
3. Next you must select the type of file you would like to save your pay earnings statement as. If you would like to save it so that it looks exactly as in your Self Service account, save the document as a Web Page, HTML only (\*.htm, \*.html ) document. If you would like to save the information only, and be able to manipulate the information to fit onto one page, save it as a text file (\*.txt).



4. Finally, click Save. Below is an example of how the file icons might look in the file location you selected for both your personal computer or on a floppy disk. The first icon is a pay statement saved in HTML format and the other in text format.

On your personal computer.

On a floppy disk.



5. When you open the HTML file, Pay01-02-03.htm, your pay earnings statement appears similar to the one shown below. It will appear exactly as it shows in your Self Service account.

State of Michigan  
Statement of Earnings & Deductions

EMPLOYEE NAME	EMP #	PROC LVL	PERIOD END	PAYMENT DATE
ALBEES, KENA A.	134706	1901	02/01/2003	02/13/2003

Earnings			
DESCRIPTION	HOURS	CURRENT	YEAR TO DATE
BASE PAY RATE ***		18.73	
GROUP TERM LIFE		8.22	16.44
1ST SHIFT STRAIGHT TIME	80.00	1498.40	2996.80
<b>Total Gross</b>	<b>80.00</b>	<b>1506.62</b>	<b>3013.24</b>
<b>Total Deductions</b>		<b>748.01</b>	<b>1496.02</b>
<b>Total Net</b>		<b>758.61</b>	<b>1517.22</b>

Employee Taxes		
Deduction	Amount	Year to Date
LANSING CITY TAX	6.92	13.84
FEDERAL TAX	197.18	394.36
MEDICARE EMPLOYEE	21.65	43.30
SOCIAL SECURITY EMPLOYEE	92.57	185.14
MICHIGAN STATE TAX	55.32	110.64
<b>Totals:</b>	<b>373.64</b>	

Employee Pre-tax Deductions		
Deduction	Amount	Year to Date
STATE DENTAL PLAN-EE PRETAX	13.52	27.04
457 DOLLAR AMT-EE SHARE	10.00	20.00
401K DOLLAR AMOUNT-EE SHARE	100.00	200.00
<b>Totals:</b>	<b>123.52</b>	

Employee After-tax Deductions		
Deduction	Amount	Year to Date
U-STATE EMPLOYEES CREDIT UNION	229.38	458.76
CAPITOL COMMONS - LANSING	11.25	22.50
EATON CO UNITED WAY	2.00	4.00
<b>Totals:</b>	<b>242.63</b>	

Employer Taxes		
Deduction	Amount	Year to Date
MEDICARE EMPLOYER	21.65	43.30
SOCIAL SECURITY EMPLOYER	92.57	185.14



6. When you open the text document, Pay01-02-03.txt , your pay earnings statement appears similar to the one shown below. This format can be manipulated just as you manipulate a Word or WordPerfect document. By changing the margins and font size, you can adjust the information to fit onto one page for printing.

```
pes.txt - Notepad
File Edit Format Help

State of Michigan
Statement of Earnings & Deductions
EMPLOYEE NAMEEMP #PROC LVLPERIOD ENDPAYMENT DATE
ALBERS, KENA A. 134706 1901 02/01/2003 02/13/2003

Earnings
DESCRIPTION HOURS CURRENT YEAR TO DATE
BASE PAY RATE *** 18.73
GROUP TERM LIFE 8.22 16.44
1ST SHIFT STRAIGHT TIME 80.00 1498.40 2996.80

Total Gross 80.00 1506.62 3013.24
Total Deductions 748.01 1496.02
Total Net 758.61 1517.22

Employee Taxes
DeductionAmountYear to Date
LANSING CITY TAX 6.92 13.84
FEDERAL TAX 197.18 394.36
MEDICARE EMPLOYEE 21.65 43.30
SOCIAL SECURITY EMPLOYEE 92.57 185.14
MICHIGAN STATE TAX 55.32 110.64
Totals:373.64

Employee Pre-tax Deductions
DeductionAmountYear to Date
STATE DENTAL PLAN-EE PRETAX 13.5227.04
457 DOLLAR AMT-EE SHARE 10.0020.00
401K DOLLAR AMOUNT-EE SHARE 100.00200.00
Totals:123.52

Employee After-tax Deductions
DeductionAmountYear to Date
U-STATE EMPLOYEES CREDIT UNION 229.38458.76
CAPITOL COMMONS - LANSING 11.2522.50
EATON CO UNITED WAY 2.004.00
Totals:242.63

Employer Taxes
DeductionAmountYear to Date
MEDICARE EMPLOYER 21.6543.30
SOCIAL SECURITY EMPLOYER 92.57185.14
Totals:114.22

Employer Deductions
DeductionAmountYear to Date
STATE DENTAL PLAN-CO SHARE 13.5227.04
ST HLTH ADVANTAGE-CO SHARE 251.87503.74
STATE LTD PLAN 2B-CO SHARE 15.3930.78
ST 2X EMPLOYEE LIFE-CO SHARE 16.1732.34
RETIREMENT-STATE DEFINE BENFT 247.54495.08
STATE VISION PLAN-CO SHARE 4.689.30
Totals:549.14

Payment Distributions Auto Deposit Details
Payment Number Description Amount
502206652 758.61

Leave Balances ***
DescriptionAccruedUsed Balance
1982 DEFERRED HOURS 53.50
ANNUAL LEAVE - CLASSIFIED 316.00
CONTINUOUS SERVICE HOURS 80.00 68911.00
SCHOOL LEAVE 8.00
HOURS SINCE LAST STEP 80.00 1280.00
COMP TIME - NON-EXEMPT 4.00 2227.10

*** Item will be displayed on the most current Pay Earnings Statement only.
```

**IMPORTANT!!** Remember to log out and close ALL browser windows when you are done working in your Self Service account. If you saved your information to a floppy disk, PLEASE REMOVE YOUR DISK BEFORE LEAVING THE COMPUTER!